

16 FEB 1953

MEMORANDUM FOR: Deputy Director (Administration)

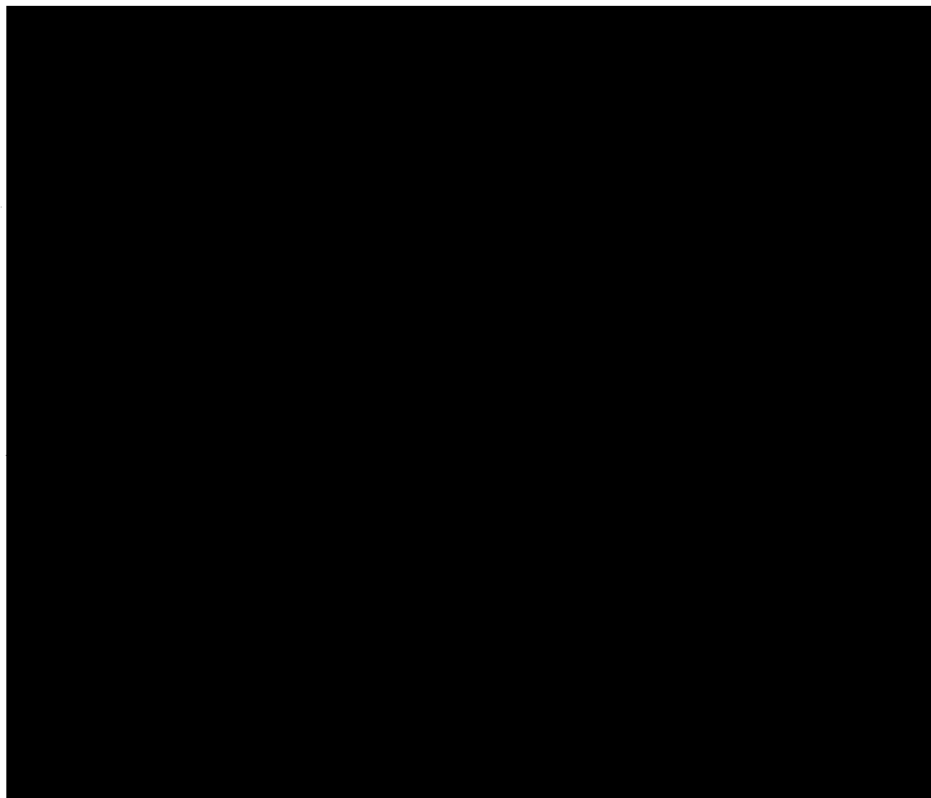
THROUGH: Classification and Wage Administration Division  
(Attention: [REDACTED]) 25X1A

25X1A9a

SUBJECT: Revision of Grades in the [REDACTED]  
Office of Operations

1. It is requested that the following positions be reviewed toward their reclassification to higher grades:

25X1A	<u>Present Grade</u>	<u>No. of Positions</u>
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In addition, it is requested that one GS-5, Editorial Clerk position be converted to an Administrative Assistant, GS-7, in the [REDACTED]

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2. More than a year ago, a desk audit was made of positions spotted throughout the Division by the Classification and Wage Division. As a result of this audit it was found that increased responsibilities and greater specialization warranted the upgrading of these positions. It was then determined by the Classification and Wage Division and [REDACTED] that the reclassification would be accomplished in two phases:

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a. The first phase to include those positions in the lower grades; the [REDACTED], their unit chiefs, and their section chiefs.

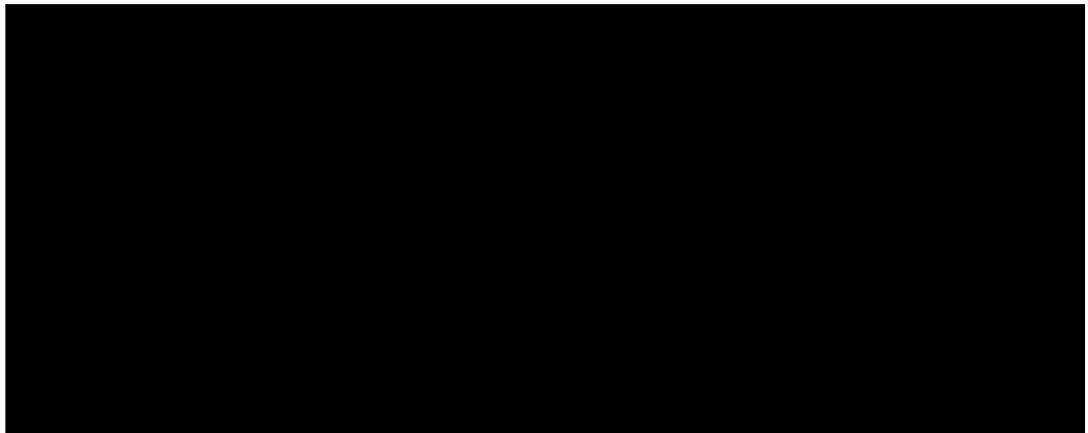
b. The second phase to include those positions in the higher grades; the Deputy Branch Chiefs, the Branch Chiefs, the Deputy Division Chief, as well as those positions in the service branches where responsibilities and specialization had also increased.

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3. To date, only the first phase has been effected. In the first phase the minimum [REDACTED] grade was established at grade GS-9, the unit chiefs at GS-11, and the section chiefs at GS-12.

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4. Since the above reclassification was effected, the Division's T/O was increased and the following additional functions and responsibilities were assigned:



[REDACTED]  
GEORGE G. CAREY  
Assistant Director for Operations

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